



# *Electronic Wage Reporting System*

## **AccuWage 2001 User's Guide**

Prepared for:  
**Social Security Administration**  
**6401 Security Boulevard**  
**Woodlawn, Maryland 21235**

**July 2001**

*For Official Use Only*



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## 1. Introduction

The AccuWage 2001 application was designed to check the accuracy of the format of the user's wage report prior to sending it to the Social Security Administration (SSA) for processing. Specifically, the AccuWage 2001 application checks the wage report to ensure it complies with the Magnetic Media Reporting and Electronic Filing (MMREF)-1 format and provides error reports listing all errors found in the wage report. You must correct your payroll data and/or software to correct the errors.

**IMPORTANT:** The AccuWage 2001 application identifies many, but not all, wage submission errors. For example, AccuWage does not verify Names and Social Security Numbers (SSNs). The likelihood of submission rejection, though not eliminated, is greatly reduced when using this application.

## 2. Required Configuration

SSA recommends that all submitters with wage reports and personal computers (PCs) meeting the criteria listed below use the AccuWage 2001 application.

### 2.1 Wage Report Criteria

- Wage reports must be in MMREF-1 format and
- Wage reports prepared for tape and cartridge must be converted to American Standard Code for Information Interchange (ASCII) files.

### 2.2 Minimum System Configuration

- International Business Machines (IBM) compatible;
- 486-class chip equivalent or higher;
- Minimum of eight (8) megabytes (MB) of random access memory (RAM) for the 16-bit application;
- Minimum of 16 MB of RAM for the 32-bit application;
- Windows 3.1 environment (or higher) for the 16-bit application and
- Windows 95 environment (or higher) for the 32-bit application.

### 3. AccuWage 2001 Performance Standards

Testing times will vary based on the type of PC the test is being run on and the number of records tested. The tables below list run times for different file sizes on machines with 486 and Pentium processors for the 16-bit application and Pentium processors for the 32-bit application. These times are based on files that had no errors, were run from the hard drive and were tested with only the AccuWage 2001 application running.

#### AccuWage 2001 16-bit Application

Type of Machine	File Size	Completion Time (at least)
<b>486 DX2 66MHz</b>	200 Records	1 minute, 56 seconds
	300 Records	2 minutes, 33 seconds
	500 Records	4 minutes, 5 seconds
	900 Records	7 minutes, 5 seconds
	1200 Records	9 minutes, 27 seconds
<b>Pentium 133 MHz</b>	200 Records	18 seconds
	300 Records	25 seconds
	500 Records	40 seconds
	900 Records	1 minute, 5 seconds
	1200 Records	1 minute, 33 seconds

#### AccuWage 2001 32-bit Application

Type of Machine	File Size	Completion Time (at least)
<b>Pentium 133 MHz</b>	200 Records	12 seconds
	300 Records	15 seconds
	500 Records	25 seconds
	900 Records	45 seconds
	1200 Records	1 minute

## 4. Download

The AccuWage 2001 16-bit and 32-bit applications are available for download from the Internet at SSA's web site ([www.ssa.gov](http://www.ssa.gov)). The downloadable file is formatted and stored on SSA's web site as a self-installing compressed file. The subsections below provide instructions for downloading the application from SSA's web site.

### 4.1 Downloading the Application from SSA's Web Site

1. Close all programs except Windows.
2. From the Web Browser enter: **<http://www.ssa.gov>**.
3. Under Services for Business, click on **Employer Wage Reporting**.
4. Click on the **Wage Reporting Software** link.
5. Click on the **AccuWage Information and Software** link for information about the MMREF and AccuWage.
6. Click on the **Download AccuWage/AccuW2C Software** link to download the software.
7. **Choose the download option.** There are two (2) versions of AccuWage software that can be downloaded: 16-bit and 32-bit. AccuWage 16-bit and 32-bit software can be downloaded directly to the hard drive in a Single File. Additionally, the AccuWage software can be downloaded to multiple diskettes. **Prior to downloading the multiple diskette installation, it is highly recommended to pre-label the disks (disk 1 of 3, etc.).**
  - The 16-bit version of AccuWage is designed to work with PCs using the Windows 3.1 operating system, as well as Windows 95/98/2000/NT/ME.
  - The 32-bit version of AccuWage is designed to work with PCs using Windows 95/98/2000/NT/ME operating systems. The 32-bit version performs faster.
8. Choose the designated file storage directory and click **Save**.

## 5. Installing the Application

### 5.1 Windows 3.1 16-bit Installation (Single and Multiple Diskette)

1. Open the File Manager or Windows Explorer.
2. Locate the file name:
  - **accu16s.exe** for single file installation of the 16-bit application or
  - **accu16m.exe** for multiple file installation of the 16-bit application.

**NOTE:** If saved on diskettes, insert diskette number 1 into the floppy drive and double click on the filename. Continue with steps 4 through 7 mentioned below. AccuWage prompts the user for the 2<sup>nd</sup> disk and the 3<sup>rd</sup> disk.

3. **Double click** on the file to start installation. The **Installation Welcome** screen appears.
4. Click the **Next** button to continue with the installation.
5. The installation program creates a directory and stores the application in **C:\Accu01**.
6. The **Choose Destination Location** screen appears.
  - a) To use the default directory, click the **Next** button  
*or*
  - b) To specify a different directory/folder to store the software:
    - Click the **Browse** button.
    - When the **Select Destination Directory** box opens, **type the path** or **select a directory/folder** using the **Drive** and **Directories** boxes.
    - If you type the path and specify a directory/folder that does not exist, the installation program creates it at the beginning of the installation process.
    - Click the **OK** button when done.
    - Click the **Next** button to continue with the installation.
7. The **Backup Replaced Files** screen appears. For users who have installed a previous version of the AccuWage application, this screen provides the option to save a copy of the files that are replaced during installation.
  - a) Choose **No** to write over all existing files and click the **Next** button to continue with the installation  
*or*
  - b) Choose **Yes** to make a backup of existing files. The computer selects a directory destination. The user may select a different destination by clicking the **Browse** button. The **Select File Destination** screen appears.
    - When the **Change Directory** box opens, type the path or click the **Browse** button and select a directory/folder using the **Drive** and **Directories** boxes.
    - Click **OK**.
    - Click the **Next** button to continue with installation.
8. The **Start Installation** screen appears.
  - Click the **Next** button to continue with the installation.



- Click the **Back** button to go to previous installation options and change settings previously chosen, if desired.
  - Click the **Cancel** button to stop installation.
9. During installation, the **Status** box appears on the screen, indicating installation progress.
  10. When installation is complete, a pop-up message appears on the screen. An AccuWage icon is created on the **Desktop** and on the **Start Menu** in the **Programs** section for Windows 95 (or higher) environment. The user may need to restart Windows for the AccuWage 2001 application to be ready to use.
  11. To **conserve space** on your hard drive, you may delete the single file installation's executable from the download folder.

## 5.2 Windows 95 and Higher 16-bit Installation (Single and Multiple Diskette)

1. Open the File Manager or Windows Explorer.
2. Locate the file name:
  - **accu16s.exe** for single file installation of the 16-bit application or
  - **accu16m.exe** for multiple file installation of the 16-bit application.

**NOTE:** If saved on diskettes, insert diskette number 1 into the floppy drive and double click on the filename. Continue with steps 4 through 7 mentioned below. AccuWage prompts the user for the 2<sup>nd</sup> disk and the 3<sup>rd</sup> disk.

3. **Double click** on the file to start installation. The **Installation Welcome** screen appears.
4. Click the **Next** button to continue with the installation.
  - The installation program creates a directory and stores the application in **C:\Program Files\Accu01**.
5. The **Choose Destination Location** screen appears.
  - a) To use the default directory, click the **Next** button  
*or*
  - b) To specify a different directory/folder to store the software:
    - Click the **Browse** button.
    - When the **Select Destination Directory** box opens, **type the path** or **select a directory/folder** using the **Drive** and **Directories** boxes.
    - If you type the path and specify a directory/folder that does not exist, the installation program creates it at the beginning of the installation process.
    - Click the **OK** button when done.
    - Click the **Next** button to continue with the installation.
6. The **Backup Replaced Files** screen appears. For users who have installed a previous version of the AccuWage application, this screen provides the option to save a copy of the files that are replaced during installation.
  - a) Choose **No** to write over all existing files and click the **Next** button to continue with the installation  
*or*
  - b) Choose **Yes** to make a backup of existing files. The computer selects a directory destination. The user may select a different destination by clicking the **Browse** button. The **Select File Destination** screen appears.

- When the **Change Directory** box opens, type the path or click the **Browse** button and select a directory/folder using the Drive and Directories boxes.
  - Click **OK**.
  - Click the **Next** button to continue with the installation.
7. The **Start Installation** screen appears.
    - Click the **Next** button to continue with the installation.
    - Click the **Back** button to go to previous installation options and change settings previously chosen, if desired.
    - Click the **Cancel** button to stop installation.
  8. During installation, the **Status** box appears on the screen, indicating installation progress.
  9. When installation is complete, a pop-up message appears on the screen. An AccuWage icon is created on the **Desktop** and on the **Start Menu** in the **Programs** section for Windows 95 (or higher) environment. The user may need to restart Windows for the AccuWage 2001 application to be ready to use.
  10. To **conserve space** on your hard drive, you may delete the single file installation's executable from the download folder.

### 5.3 AccuWage Installation 32-bit (Single and Multiple Diskette)

1. Open the File Manager or Windows Explorer.
2. Locate the file name:
  - **accu32s.exe** for single file installation of the 32-bit application or
  - **accu32m.exe** for multiple file installation of the 32-bit application.

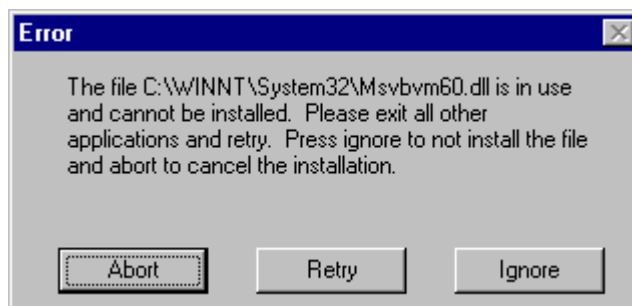
**NOTE:** If saved on diskettes, insert diskette number 1 into the floppy drive and double click on the filename. Continue with steps 4 through 7 mentioned below. AccuWage prompts the user for the 2<sup>nd</sup> disk and the 3<sup>rd</sup> disk.

3. **Double click** on the file to start installation. The **Installation Welcome** screen appears.
4. Click the **Next** button to continue with the installation.
  - The installation program creates a directory and stores the application in **C:\Program Files\AccuWage2001**.
5. The **Choose Destination Location** screen appears.
  - a) To use the default directory, click the **Next** button  
*or*
  - b) To specify a different directory/folder to store the software:
    - Click the **Browse** button.
    - When the **Select Destination Directory** box opens, **type the path** or **select a directory/folder** using the **Drive** and **Directories** boxes.
    - If you type the path and specify a directory/folder that does not exist, the installation program creates it at the beginning of the installation process.
    - Click the **OK** button when done.
    - Click the **Next** button to continue with the installation.

6. The **Backup Replaced Files** screen appears. For users who have installed a previous version of the AccuWage application, this screen provides the option to save a copy of the files that are replaced during installation.
  - a) Choose **No** to write over all existing files and click the **Next** button to continue with the installation  
*or*
  - b) Choose **Yes** to make a backup of existing files. The computer selects a directory destination. The user may select a different destination by clicking the **Browse** button. The **Select File Destination** screen appears.
    - When the **Change Directory** box opens, type the path or click the **Browse** button and select a directory/folder using the Drive and Directories boxes.
    - Click **OK**.
    - Click the **Next** button to continue with the installation.
7. The **Start Installation** screen appears.
  - Click the **Next** button to continue with the installation.
  - Click the **Back** button to go to previous installation options and change settings previously chosen, if desired.
  - Click the **Cancel** button to stop installation.
8. During installation, the **Status** box appears on the screen, indicating installation progress.
9. When installation is complete, a pop-up message appears on the screen. An AccuWage icon is created on the **Desktop** and on the **Start Menu** in the **Programs** section for Windows 95 (or higher) environment. The user may need to restart Windows for the AccuWage 2001 application to be ready to use.
10. To **conserve space** on your hard drive, you may delete the single file installation's executable from the download folder.

## 5.4 Installation Errors

The error message shown in the figure below indicates that the Dynamic Linked Library (DLL) listed is currently in use. If you receive the following error message, click **Ignore** to continue with the installation. AccuWage will install and function normally.



*Figure 1: Installation Error Message*

## **5.5 Uninstalling AccuWage**

To uninstall the AccuWage application, double click on the uninstall icon in the AccuWage folder.

## **6. Using AccuWage with Assistive Devices**

Section 508 of the Rehabilitation Act requires Federal agencies to make their electronic and information technology accessible to people with disabilities.

SSA recommends that people using assistive devices and keyboard-only users navigate the AccuWage application using pull down menus rather than the command buttons. SSA also recommends that people using assistive devices use the Error Report function (*see Section 16*) to read errors on the screen. This screen is easier to navigate with assistive devices than the Records with Errors screen (*see Section 12*).

## 7. Starting the Application

The installation process creates a folder for storing the AccuWage 2001 application in the Windows Program Files. For systems running Windows 95/98/2000/NT/ME, a shortcut icon to the application is created automatically on the desktop and to the start menu for both the 16-bit and 32-bit applications.

### 7.1 Starting the Application in Windows 3.1

1. Locate the **AccuWage group** created during installation.
2. Double click on the **group** to open it.
3. Double click on the **AccuWage 2001 16-bit** icon to start the application. The **Welcome Screen** appears.

### 7.2 Starting the Application in Windows 95/98/2000/NT/ME

1. Click on the **Start Menu**.
2. Click on the AccuWage 2001 32-bit desktop icon. The **Welcome Screen** appears

*or*

Look in the **Programs** section of the **Start Menu** and click on the **AccuWage 2001 32-bit** for the 32-bit application. The **Welcome Screen** appears.

## 8. Screen Elements

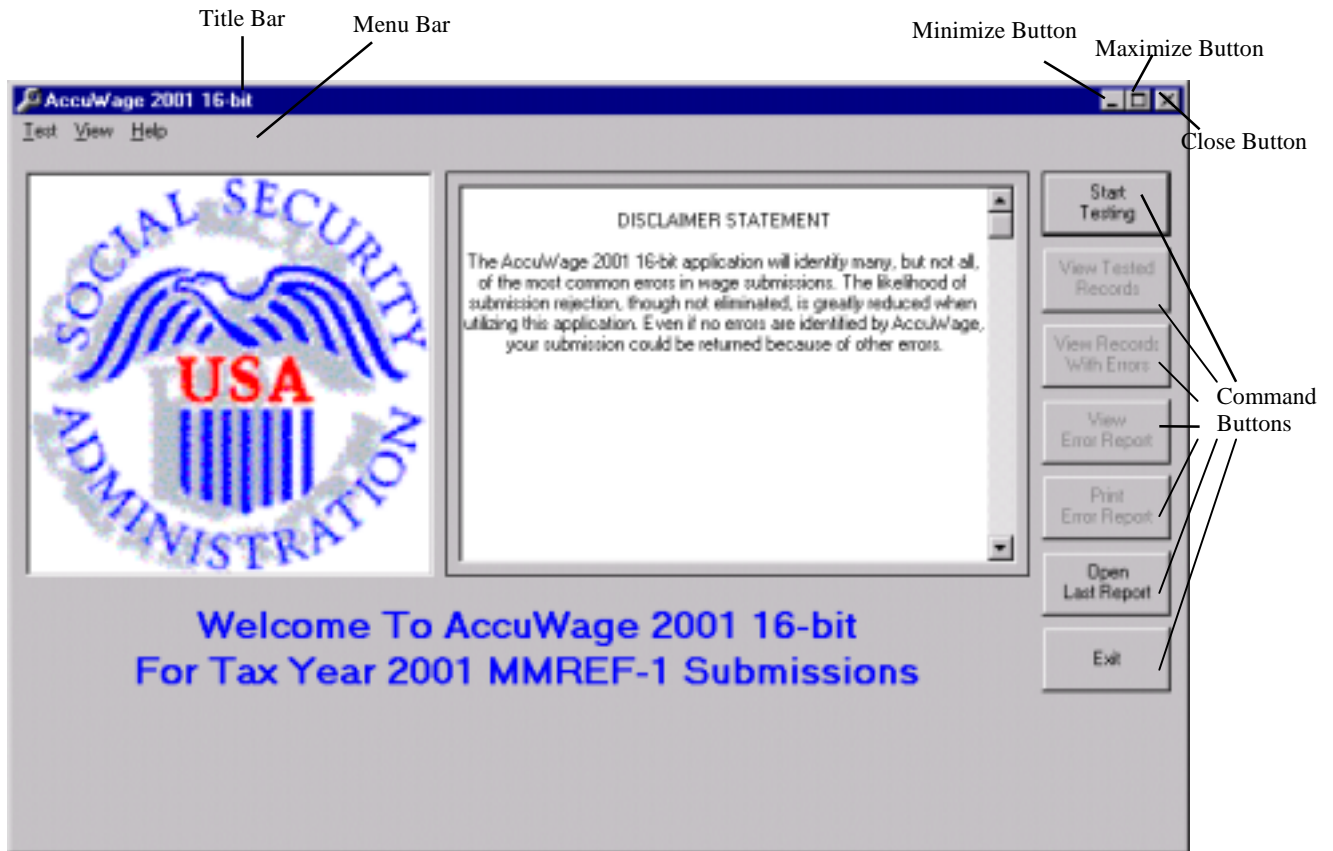
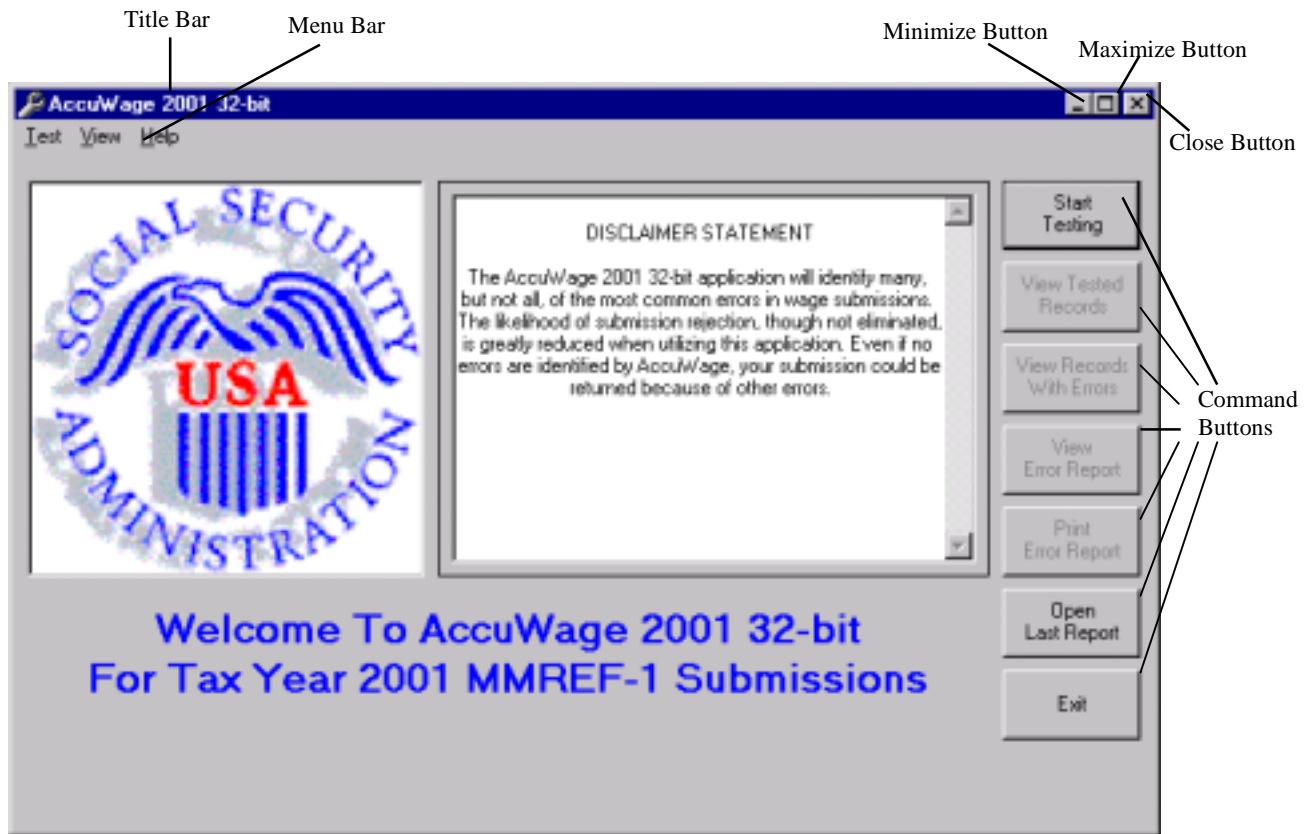


Figure 2: 16-bit Welcome Screen



*Figure 3: 32-bit Welcome Screen*

### **Title Bar**

The Title Bar is located at the top of the screen and in Figure 3 contains “AccuWage 2001 32-bit”. Title Bars identify the function of the screen and provide access to the Minimize, Maximize and Close buttons.

### **Minimize Button**

The Minimize Button reduces the application to its smallest size. In Windows 3.1, the application is reduced to an icon (picture). In Windows 95 or higher, the application is reduced to a button on the Task bar. To minimize the current window, click on the Minimize button.

### **Maximize Button**

When the Maximize Button is clicked, the application window fills the screen. To maximize the window, click on the Maximize button.

### **Close Button**

The Close Button closes the application. To close the current window, click on the Close button.

### **Menu Bar**

The Menu Bar contains the Test, View and Help options. Menu options can be selected two (2) ways:

- Mouse – Point to the desired selection and click the left mouse button one (1) time.
- Keyboard – Press **ALT** and the underlined letter of the menu option simultaneously. For example: to access **Test**, press **ALT** and **T** at the same time.

### **Command Buttons**

The Command Buttons are located on the right side of the application window. There are two (2) types of command buttons:

- **Enabled** – Enabled buttons are available for use and the button text is black.
- **Disabled** – Disabled buttons are not available and the button text is light gray.

Command button availability depends on user actions. For example: if wage records have not been tested, the View Tested Records button is not available.



## 9. Starting the Test

### 9.1 Starting the Test

1. Click the **Start Testing** button.  
*Or*  
Choose **Test** and **Start New** from the drop-down menu.
2. The dialog box shown in *Figure 4* or *Figure 5* appears.

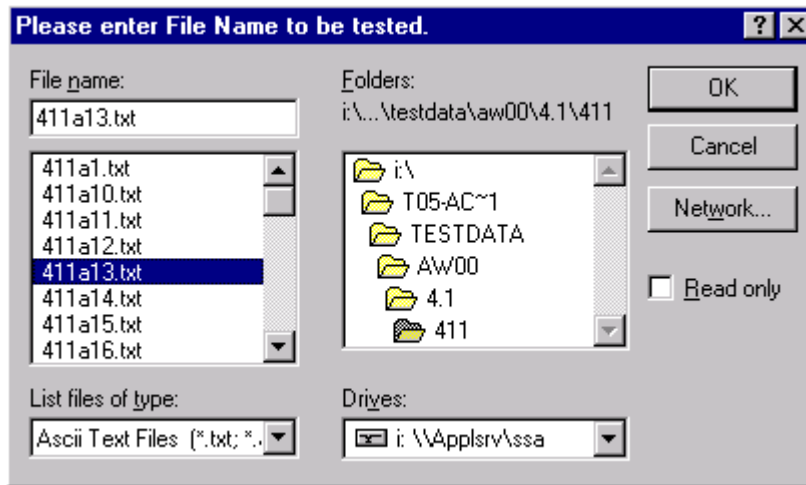


Figure 4: 16-bit File Dialog Box – Choosing the Wage Record to Test

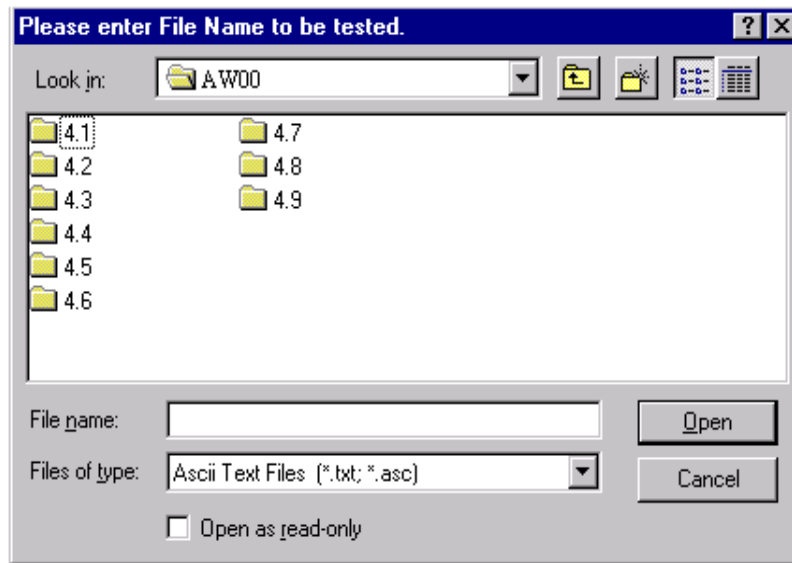


Figure 5: 32-bit File Dialog Box – Choosing the Wage Record to Test

3. Check the box under **List files of type** (16-bit application) or **Files of type** (32-bit application). If it does not display **ASCII Test Files (\*.txt; \*.asc)**, click the **down** arrow next to the option and choose **ASCII Test Files (\*.txt; \*.asc)**.
4. Click in the **Drives** box if 16-bit or the **Look in** box if 32-bit and **choose the drive** where the wage reports are stored.
5. Double click the **folders/directories** for 16-bit or click on the **Folder** for 32-bit and **locate the folder/directory** where the wage reports are stored.
6. Double click the **wage report file** when it appears under **File name**.
7. Click the **OK** button for 16-bit or the **Open** button for 32-bit or double-click the filename to open the file.

**NOTE:** If you are testing multiple disks or multiple data files, see *Section 15* for details specific to this situation.

## 10. The Testing Process

After the wage report is selected, testing begins automatically and the status bar shown in *Figure 6* appears on the bottom of the screen. The status bar displays the record number currently being processed along with a red progress bar. When the red progress bar reaches the end of the box, testing is complete.



*Figure 6: Testing Status Bar*

## 11. Completed Tests

Once AccuWage has completed testing all records, it indicates whether or not there are errors. Details on how to interpret and correct errors are found in the sections that follow. If there are no errors, a pop-up message box appears asking if you would like to connect to the Online Wage Reporting Service (OWRS) to submit your files (this functionality will not be available until 01/08/2002).

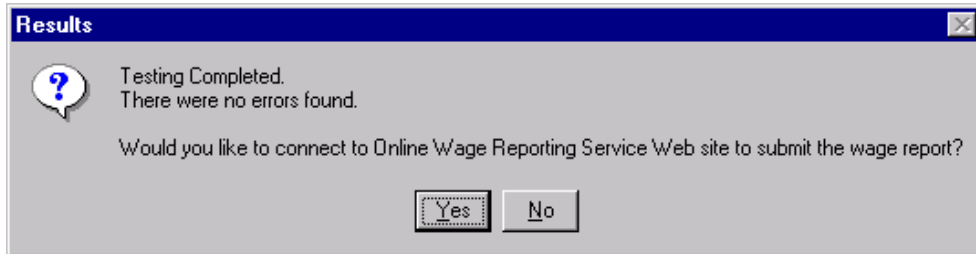


Figure 7: Results Message Box

If you click **No**, you will be returned to the **AccuWage Welcome** screen.

If you click **Yes**, you will be automatically connected via your default browser to the Employer Services Online (ESO) Web Page. If no default browser exists or AccuWage cannot find it, you will see an error message like one (1) of the two (2) below.

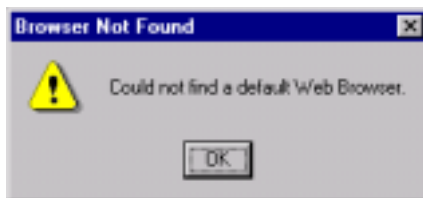


Figure 8: No Default Browser Error Message

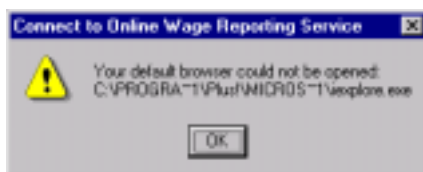


Figure 9: Default Browser Not Found Error Message

## 12. Records with Errors Screen

When testing is complete and errors are present, the **Records with Errors** screen shown in *Figure 10* is automatically displayed.

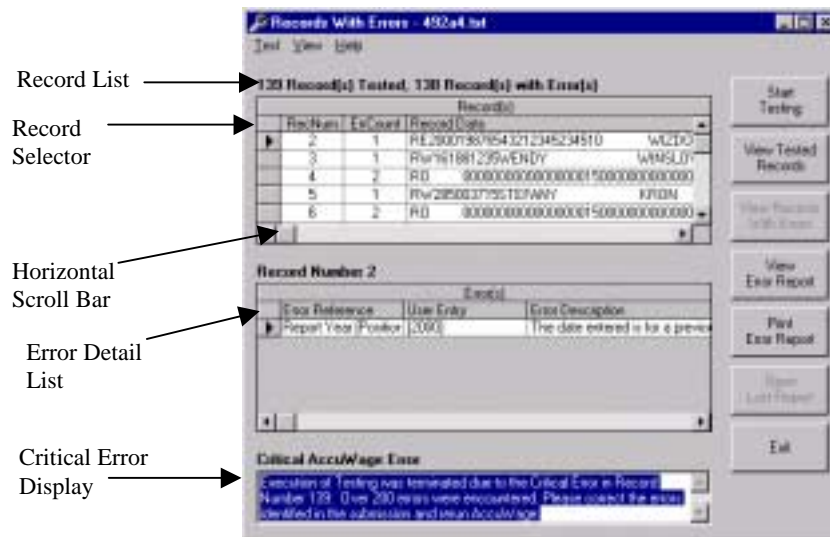


Figure 10: Records with Errors Screen

### Record List

The Record List displays tested records that contain errors. Use it to locate and select records that need further examination. The Record List contains the following:

- **RecNum** – displays the number of the record.
- **ErrCount** – displays the number of errors in that record.
- **RecordData** – displays the data in the record, starting with the first position.
- **Record Selector** – indicates which record is selected in the Record List. Detail of the selected record appears in the Error Detail List.

### Error Detail List

The Error Detail List displays the fields with error(s) for the record selected in the record list. It contains the following columns:

- **Error Reference** – displays the field name.
- **User Entry** – displays the field data inside brackets.
- **Error Description** – displays the error message and data specifications.

### Critical AccuWage Error Display

When a critical AccuWage error is encountered, testing terminates. These errors must be corrected in order to continue testing the entire wage report. The display describes the nature and location of the error.

### **Scroll Bars**

The Record List, the Error Detail List and the Critical AccuWage Error field contain scroll bars. Scroll bars are used for viewing additional information in these lists. There are two (2) types of scroll bars: horizontal and vertical.

## 13. Viewing Records With Errors

Not all data is visible when initially viewing records with errors. To quickly view an error message in its entirety, place and hold the mouse pointer over the error description. When the mouse pointer is held there, a pop-up box with the full error message appears.

To view additional data (e.g., records, descriptions, data or errors), use the techniques outlined below. The instructions presented can be applied to the Record List and Error Detail List on both the Records with Errors and Tested Records Screens.

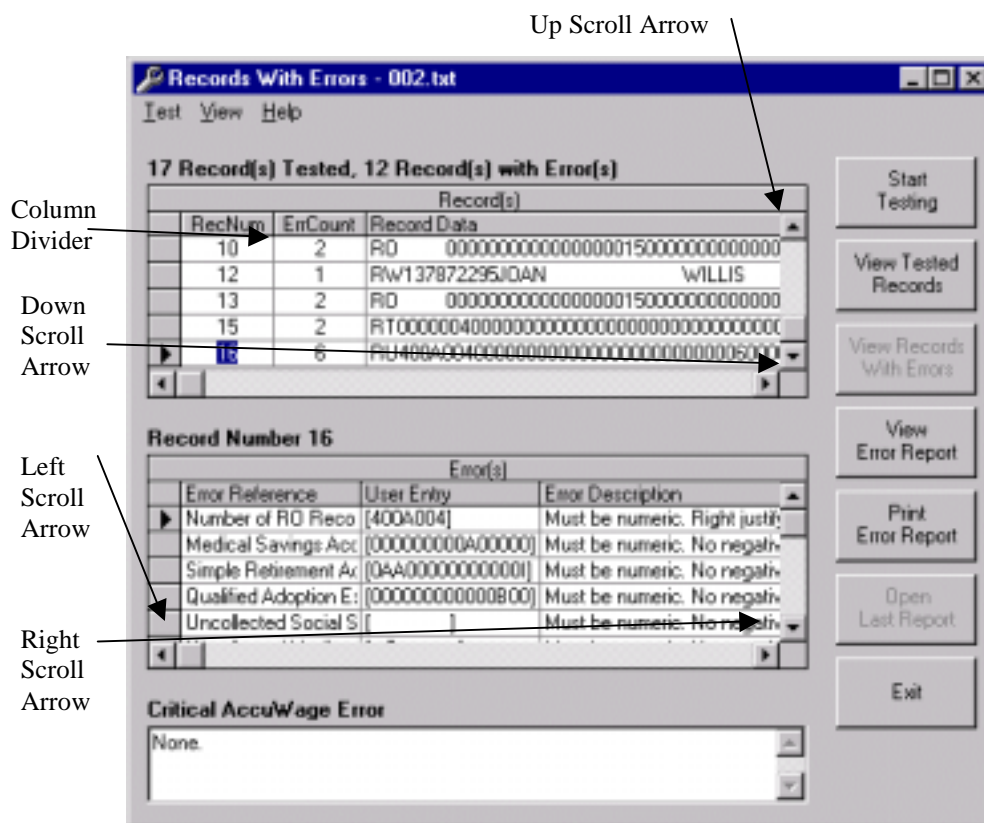
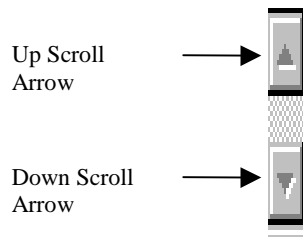


Figure 11: Records with Errors Screen

### 13.1 Viewing Additional Data in Columns

1. Place the mouse pointer on the **Right Scroll** arrow below the list.
2. Click the left **Mouse** button once.
3. Additional data appears in the last column of the list.

## 13.2 Viewing Additional Lines in the Lists



1. Place the mouse cursor on **Down Scroll** arrow to the right of the list.
2. Click the left **Mouse** button.
3. Another line appears at the bottom of the list.

## 13.3 Using Scroll Buttons



Use scroll buttons instead of scroll arrows to browse through a list quickly. Scroll buttons can be used for both vertical and horizontal movement.

1. Place the **Mouse** pointer over the **Scroll** button.
2. Click the left **Mouse** button and hold it down.
3. Drag the **Scroll** button down the **Vertical Scroll** bar or across the **Horizontal Scroll** bar.
4. Release the **Mouse** button when the desired data is visible.

## 13.4 Selecting Records

1. Use the navigation techniques detailed above to locate a record.
2. Place the mouse pointer over the **RecNum** in the Record(s) List.
3. Click the left **Mouse** button once. The list of errors appears in the Error(s) Detail List.



## 13.5 Changing Column Width

All text may not be completely visible in the columns of the Records with Errors screen. However, increasing the column width makes data positions visible.

1. Place the **mouse pointer** over the **column divider** (line between columns).
2. The cursor will change to a thick line flanked by left and right arrows.
3. **Press** the **left mouse** button and hold it down.
4. **Drag** the column divider to the **right** and release the mouse button when the desired amount of text is visible.

## 14. Tested Records Screen

If errors are found in the submission, they can be reviewed by selecting the **View Tested Records** command button. The top of the **Tested Records** screen displays the Record List (identical to that shown in the Records with Errors screen). However, the Error Detail List provides a different view of the data that can be helpful in identifying field errors.

For navigating in this screen, see Section 13 of this guide.

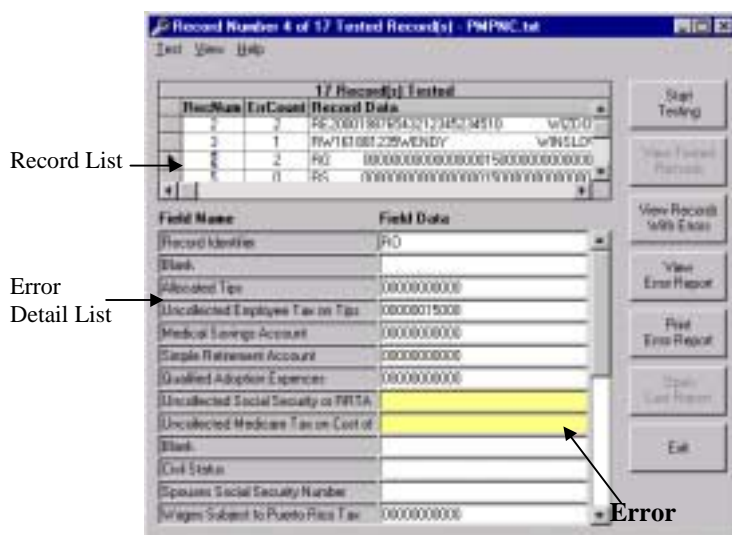


Figure 12: Tested Records Screen

### 14.1 Viewing Errors in the Tested Records Screen

1. Follow steps under **Selecting Records** (Section 13.4 of this guide).
2. When selecting a record, the entire record is displayed in the Error Detail List and **errors are highlighted in yellow**.
3. Review the field name and data to determine fields with errors. It is a good idea to refer back to the MMREF-1 for field specifications.

## 15. Missing Final Record

When testing a large file that is saved on multiple disks or multiple data files, the following Message Dialog box appears:

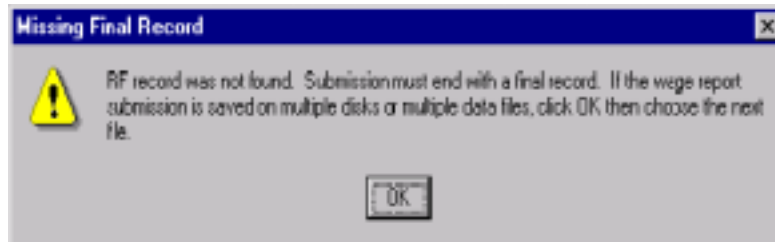


Figure 13: No RF Record Message Dialog Box Screen

The Message Dialog box appears in the following instances:

- The data file is large, stored on multiple disks or on multiple data files (on the PC) and the RF record is not on the diskette or file currently being tested.
- The data file is stored on a single disk or on a single data file (on the PC) and does not contain a valid RF record.

### 15.1 Testing Multiple Disks or Multiple Data Files

If the wage report spans multiple disks or multiple data files, use the steps below to continue testing the wage report:

- Click **OK** to remove the **Message** dialog box and
- If the wage report is on multiple disks, insert the second disk into the disk drive.  
*or*
- If the wage report is on multiple data files stored on the PC, access the directory;
- Choose the wage report to be tested from the **Open File** dialog box (*see Figures 4 and 5*) and
- Continue testing the wage report.

### 15.2 Testing Wage Reports with No RF Record

If the wage report being tested does not span multiple disks or multiple data files, then the RF record is missing and must be added to the wage report. Use the steps below as a general guideline in handling this type of error:

- Click **OK** to remove the **Message** dialog box;
- Click **Cancel** to exit the **Open File** dialog box;
- Correct the data file by adding the RF record (Note – this action cannot be done through the AccuWage 2001 Application) and
- Retest the wage report.

## 16. Error Reports

With AccuWage 2001, Error Reports can be viewed on-screen or printed. Error Reports include:

- Name of wage report tested, including path;
- Date test was performed;
- Critical error message, if applicable;
- Number of records tested;
- Number of errors;
- Number of records with errors;
- Name of field containing errors;
- Data in field containing errors and
- Complete error description.

### 16.1 Viewing the Error Report

1. Click the **View Error Report** command button. (This button is active only when errors are found in the submission from the View Records with Errors Screen and the View Tested Records Screen.)
2. Choose either **Text** or **HTML**. Both options allow viewing and printing of the report.

**NOTE:** If there are too many errors to display in the text option of the report viewer, AccuWage will automatically give you the option of saving as a text file. You can save as a text file then open that file to print and/or view, or you can print and/or view from the HyperText Markup Language (HTML) option.

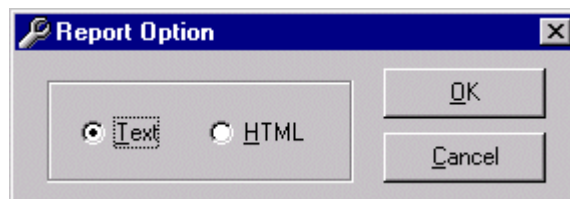


Figure 14: Report Option Screen

3. A window will open containing the results of the test.

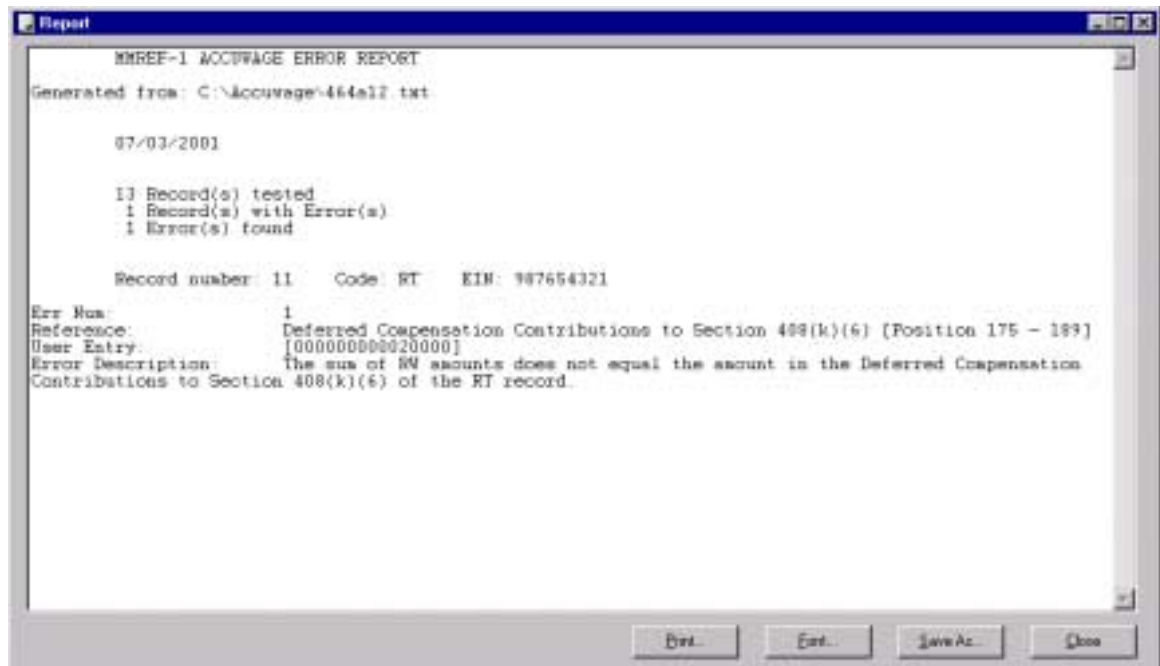


Figure 15: View Error Report Screen – Text Option

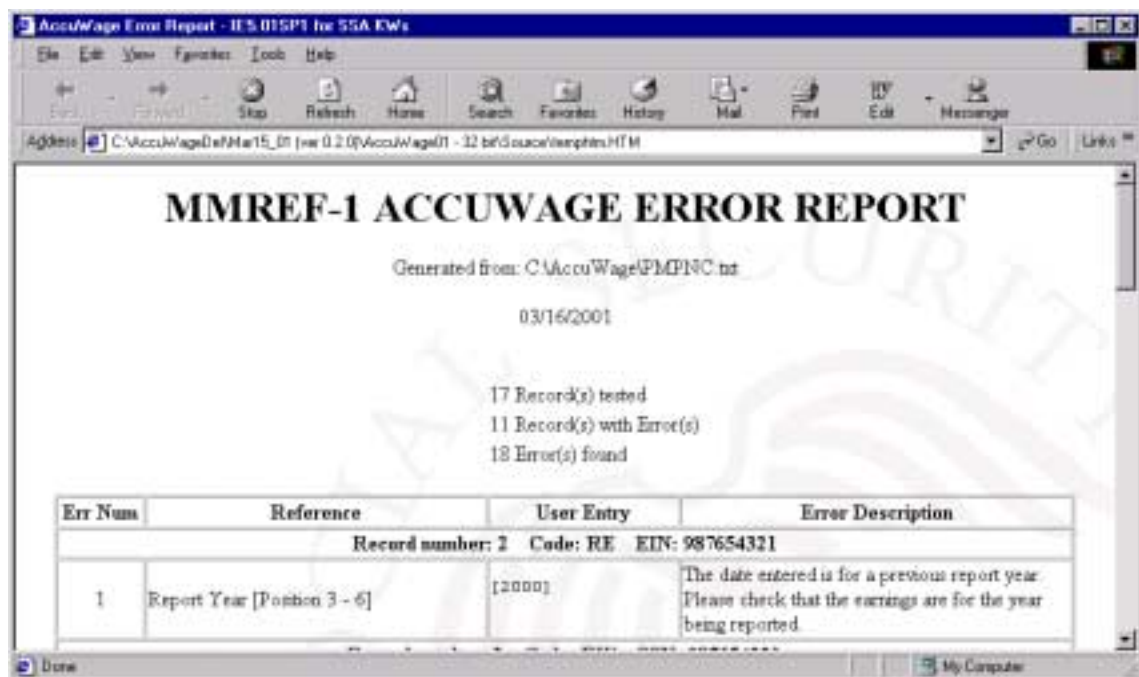


Figure 16: View Error Report Screen – HTML Option

## 16.2 Printing the Error Report

1. From the Records with Errors screen and the View Tested Records screen, click the **Print Report** button.
2. From the Error Report Screen, click the **Print** button. The **Print** dialog box opens.
3. Select print range and number of copies then click **OK** to print the report.

## 16.3 Saving the Error Report

You may save your error report from either the text or the HTML option. To save from your browser, follow the instructions provided by that application. To save from the text option, follow the steps below.

1. Click the **Save As** button while in the text option of the report viewer.
2. The **Save As** window appears. Enter file name and select the file destination.

## 17. Correcting Errors

The AccuWage 2001 16-bit and 32-bit applications are used for testing only. These applications do not update or modify the original file in any way. Once errors are encountered when testing using the AccuWage 2001 16-bit and 32-bit applications, you must correct your payroll data and/or software to correct the errors.

### 17.1 Suggested Steps for Correcting Errors Caused by Missing or Incorrect Data

1. View Error Messages in the Error Detail List  
*or*  
Print the Error Report.
2. Determine which fields need to be changed.
3. Access the original file to correct the original data. (This cannot be done using the AccuWage 2001 16-bit or 32-bit applications.)
4. Test again using the amended file.

### 17.2 Suggested Steps for Correcting Critical AccuWage Errors

Critical AccuWage Errors are errors that cause testing to terminate and are shown in the Critical AccuWage Error Display located at the bottom of the screen. An example of a critical error is when records are not in the correct sequence or a required record is missing. To correct these errors, follow the steps below:

1. Use the **Vertical Scroll Bar** to view the **Critical AccuWage Error Display** message.
2. Locate the record containing the **Critical AccuWage Error** in the **Record List** at the top of the screen.
3. **Print** the Error Report.
4. Determine the cause of the error.
5. Correct the original data and/or software.
6. Test again using the amended file.

## 18. Opening the Last Report

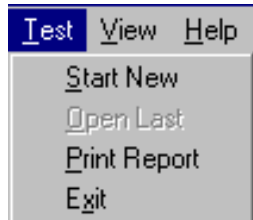
AccuWage 2001 provides the ability to open and view the last report that was tested. Before viewing the last report, the following actions must have occurred:

1. AccuWage 2001 was started and a wage report was tested.
2. AccuWage 2001 was exited.
3. AccuWage 2001 was started.

The **Open Last Report** button can only be opened from the **Welcome Screen**. When the **Open Last Report** button is clicked, AccuWage 2001 opens the last wage report tested if it is still stored on the PC.



## 19. Exiting the Program



There are three (3) methods for exiting AccuWage 2001:

- Click the **Exit** command button located on the right side of the screen.  
*or*
- Click the standard Windows close button (the small "x" in the upper right hand corner of the screen)  
*or*
- Choose **Test** and **Exit** from the Menu bar.

## Glossary of Terms

### **AccuWage**

The name of the application used to test MMREF-1 wage submissions.

### **Agent**

An organization authorized to submit wage and tax reports for one (1) or more employers.

### **ASCII**

American Standard Code for Information Interchange. The only acceptable character set for use in AccuWage 2001.

### **Byte**

A computer unit of measure. One (1) byte contains eight (8) bits and can store one (1) character.

### **Character**

A letter, number or punctuation symbol.

### **Critical AccuWage Error**

An error that causes AccuWage 2001 to stop testing a wage report.

### **EIN**

Employer Identification Number. A nine (9) digit number assigned by the IRS to an organization for federal tax reporting purposes.

### **Internet**

An international network of public or private networks that can be used by employers or submitters to download the AccuWage 2001 application using a PC with a modem.

### **IRS**

The United States Internal Revenue Service.

### **IRS Form W-2**

Form W-2 Wage and Tax Statement. Used by employers to report wage and tax data for employees.

### **Megabyte**

A unit of computer storage capacity. Approximately one million bytes.

### **MMREF-1**

A publication distributed by SSA containing specifications for Magnetic Media Reporting and Electronic Filing of W-2 information.

### **Mouse Pointer**

The arrow on the Windows screen that moves when the mouse is moved.

### **OWRS**

Online Wage Reporting Service. An online service for employers to submit wage data directly to SSA using a PC with an Internet connection.

### **PC**

A small desktop or portable personal computer.

**RAM**

Random Access Memory. Primary storage of data or program instructions that can directly access any randomly chosen location in the same amount of time.

**SSA**

The Social Security Administration.

**SSN**

Social Security Number. A nine (9)-digit number assigned by SSA.

**SSN Verification**

A process performed against wage reports to verify that names and corresponding SSNs match SSA records.

**Submitter**

A person, organization or reporting agent submitting wage reports to SSA.

**Wage Report**

Annual W-2 wage and tax reports submitted to SSA for processing.

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